

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 South George Mason Drive
Arlington, Virginia 22204-1382

S: 21 August 2000

NGB-ART (351)

28 January 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Senior Service College (SSC) Announcement

1. Applications are being accepted at the Army National Guard (ARNG) Individual Training Branch (NGB-ART-I) from officers who desire to participate in Military Education Level 1 (MEL-1) training in classes starting on or about 1 August 2001.

a. Applications from ARNG Title 32 officers (M-day, military technician, AGR Title 32) will be submitted through normal State channels to arrive at NGB-ART-I by 21 August 2000.

b. Applications from ARNG AGR Title 10 officers will be forwarded to arrive at the ARNG Tour Management Office (NGB-ARZ-SEC) by 21 July 2000. In turn, NGB-ARZ-SEC will forward approved applications to arrive at NGB-ART-I by 21 August 2000.

2. The ARNG has MEL-1 resident quotas at the following institutions.

a. US Army War College (USAWC) (14 quotas; officers may pursue a Masters Degree in a cooperative degree program with Shippensburg College at no cost to the Government other than the officer's pay and entitlements).

b. College of Naval Warfare (CNW) (2 quotas; graduates are awarded a Masters Degree in National Security and Strategic Studies).

c. US Air Force War College (AWC) (1 quota).

d. National War College (NWC) (5 quotas; graduates are awarded a Masters Degree in National Security and Strategic Studies).

e. Industrial College of the Armed Forces (ICAF) (1 quota, reserved for AGR Title 10 officer; graduates are awarded a Masters Degree in National Security and Strategic Studies).

f. Inter-American Defense College (IADC) (1 quota). Applicants must be fluent in Spanish or Portuguese.

3. The ARNG has 130 quotas available for officers to participate in the US Army War College Distance Education Course (USAWCDEC) program.

The USAWCDEC is the only nonresident MEL-1 equivalent SSC program. A brief description of USAWCDEC timelines is at enclosure 1.

4. The ARNG has resident quotas in the following MEL-1 Fellowship courses. Brief information regarding each Fellowship course is contained at enclosure 2.

a. Carnegie-Mellon University Fellowship (CMU) (1 quota, reserved for AGR Title 10 officer; officer may pursue a Master of Information Systems in Public Policy and Management Degree at no cost to the government).

b. Center for Strategic and International Studies (CSIS) Fellowship (1 quota, reserved for AGR Title 10 officer).

c. Drug Enforcement Administration (DEA) Fellowship (1 quota, reserved for AGR Title 10 officer).

d. Federal Emergency Management Agency (FEMA) Fellowship (1 quota, reserved for AGR Title 10 officer).

e. Harvard University Fellowship (2 quotas).

f. Old Dominion University (ODU) Fellowship (1 quota, reserved for AGR Title 10 officer; officer may pursue a Master in Modeling and Simulation degree at no expense to the government).

g. University of Texas Fellowship (2 quotas).

h. Tufts University Fellowship (2 quotas).

i. US Army Environmental Policy Institute (USAETPI) Fellowship (1 quota, reserved for AGR Title 10 officer).

5. Prerequisites must be satisfied at the time of application.

a. Applicant must not have been previously enrolled in any SSC resident course or the USAWCDEC.

b. Applicant must be a lieutenant colonel or colonel.

c. Applicant must have completed the U.S. Army Command and General Staff Officer or equivalent course or have received equivalent credit.

d. Applicant must possess a baccalaureate degree. Fellowship program applicants must possess a Master's degree at the time of application.

e. Applicant must have completed between 16 and 23 years commissioned service (YCS) as of 1 August 2001.

f. Applicant must have a minimum of 2 years service remaining following class end date prior to reaching mandatory removal date

(MRD), i.e., MRD not earlier than 1 July 2004 for resident courses nor earlier than 1 August 2005 for USAWCDEC.

g. AGR applicant's Basic Active Service Date (BASD) must allow not less than 2 years active service following class end date prior to attaining 20 years of active service, i.e., BASD not earlier than 1 August 1984 for resident courses, BASD not earlier than 1 August 1985 for USAWCDEC.

h. An applicant's current clearance will suffice for purpose of application. Officers attending resident courses must possess a final Top Secret (TS) clearance with Sensitive Compartmented Information (SCI) eligibility prior to the class start date. Officers not possessing a TS clearance with SCI eligibility must initiate a request for such clearance based on a Single Scope Background Investigation (SSBI) no later than notification of selection as a resident course student. Officers selected to participate in USAWCDEC must possess a TS clearance prior to the class start date but are not required to possess SCI eligibility.

i. Upon course completion, Fellowship graduates will be assigned to positions utilizing the education and experience gained during the course. The State's Order of Merit List (OML) (enclosure 3) will indicate the programmed follow-on duty assignment of officers nominated for Fellowship quotas.

6. Waivers.

a. An applicant not meeting YCS, MRD, or BASD prerequisites must include a request for appropriate waiver(s) addressed to NGB, ATTN: NGB-ART, with the SSC application.

b. Waiver requests must include the State Adjutant General endorsement that provides detailed and specific justification why the waiver should be approved and what steps have been or will be taken to ensure that applicants will have a minimum of two years active service remaining following course completion.

7. The items listed below will be included when submitting an SSC application package. Assemble items in the listed sequence and fasten with clips or rubber bands. Do not use tabs, staples, or Acco fasteners, do not place in binders or protective covers.

a. Applicant's current official DA photo.

b. Memorandum indicating Order of Merit List (OML) developed by State Screening Board in the format contained at enclosure 3.

c. Applicant's biographical sketch in the format contained at enclosure 4.

d. Applicant's NGB Form 64. Entries are not required in items 8, 9, 20, 25-32, and 36-40. Enter remark in item 34 indicating SSC course preference and specify whether resident applicants will accept

USAWCDEC (e.g., Army War College, Air War College, will accept USAWCDEC). Resident training applicants also include a statement in item 34 indicating whether dependents will accompany the student to the resident training site.

e. Waiver request(s) if required.

f. Copy of applicant's current DA Form 2-1.

g. Copy of transcript containing a remark reflecting award of degree for applicant's highest civilian education.

h. Copy of applicant's current DA Form 705. Include copy of DA Form 5500-r (male) or 5501-R (female) (Body Fat Composition Worksheet) if applicant's recorded height and weight statistics exceed AR 600-9 screening table standards. Include copy of DA Form 3349 (Physical Profile) if applicant had a permanent or temporary profile at the most recent APFT.

i. Copy of applicant's current medical examination. Include SF's 88 and 93.

j. Copies of each of the applicant's Officer Evaluation Reports (OER) that closed after 30 June 1999. Earlier OER are not required because copies are obtained from NGB files.

8. The projected distribution of SSC quotas, based on quantities indicated in paragraphs 2 through 4 above, is at enclosure 5. States are encouraged to submit one application more than their allotted number of quotas indicated at enclosure 5.

9. Attendance at resident courses is a PCS. USAWCDEC students attend the two 2-week resident periods in a TDY status. AGR Title 10 officer PCS orders are processed by NGB-ARZ-SEC, and TDY orders are processed by NGB-ART-I.

10. The ARNG SSC Selection Board is scheduled to be conducted 11-15Sep00. After the Board results have been approved by the convening authority, NGB-ART will distribute the list of selected students to each State and the ARNG Tours Branch for addressees to notify selected officers of their selection. This message is normally transmitted within 2 to 4 weeks following Selection Board adjournment. NGB-ART representatives are not permitted to disclose initial SSC selections in any manner other than as described herein.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

5 Encl

1. USAWCDEC Timelines
2. MEL-1 Fellowship Course Descriptions

/s/Randall E. Krug
RANDALL E. KRUG
Colonel, NGB
Chief, Training Division

3. State OML Format
4. Biographical Sketch Format
5. Projected SSC Quota
Distribution

DISTRIBUTION:

Each State AG	NGB-ARZ-T	NGB-CD
Each State POTO	NGB-AIS	NGB-EO
Each State MILPO	NGB-ARA	NGB-GO
NGB-ARZ-CH	NGB-ARC	NGB-HR
NGB-ARZ-D	NGB-ARE	NGB-IA
NGB-ARZ-DCI	NGB-ARF	NGB-IG
NGB-ARZ-DI	NGB-ARI	NGB-IR
NGB-ARZ-DM	NGB-ARL	NGB-JA
NGB-ARZ-DP	NGB-ARM	NGB-PA
NGB-ARZ-DS	NGB-ARO	NGB-PEC
NGB-ARZ-FA	NGB-ARP	NGB-PL
NGB-ARZ-G	NGB-ARR	FORSCOM Sr ARNG Adv
NGB-ARZ-HR	NGB-ARS	OSAA
NGB-ARZ-HRP	NGB-ART	SOCOM
NGB-ARZ-R	NGB-ASM	TRADOC Sr ARNG Adv
NGB-ARZ-RM	NGB-AVN	USAREUR Sr ARNG Adv
NGB-ARZ-S	NGB-AQ	8 Army Sr ARNG Adv

USAWCDEC Timelines

<u>TIME EACH YEAR</u>	<u>ACTIVITY</u>
March	NGB-ART-I provides USAWC with class roster of new ARNG students
Late April	Commandant USAWC sends welcome letter to new students with mid-May suspense to return a USAWC-provided card for students to update to reflect their current mailing address and provide security clearance documentation
Mid May	Chairman USAWCDEC sends introductory package to new students with a end-of-May suspense to submit a brief writing requirement
End of May	USAWC sends first course to new students with an early August suspense for first submission
1 July	Official USAWCDEC enrollment date
July-May	Students continue working first year courses
April	USAWC provides NGB-ART-I with a roster of ARNG students eligible to attend mid-course phase; NGB-ART-I forwards roster to States and ARNG Tours Branch to notify students, publish TDY orders, and authorize eligible students to

	attend the mid-course phase
Mid-late June	Students attend mid-course phase conducted during the 2-week period preceding 4 July
July-May	Students work second year courses
April	USAWC provides NGB-ART-I with a roster of ARNG students eligible to attend the end-of-course phase; NGB-ART-I forwards roster to States and ARNG Tours Branch to notify students, publish TDY orders, and authorize eligible students to attend the end-of-course phase
Early-mid July	Students attend and graduate from end-of-course phase conducted during the 2-week period following 4 July

Enclosure 1

MEL-1 Fellowship Descriptions

1. Fellowship: Carnegie-Mellon University, Software Engineering Institute and the H. J. Heinz III School of Public Policy and Management, Pittsburgh, PA.

a. Description: Application of information technology acquisition and management principles in order to synchronize complex information systems for intelligence gathering, strategic planning, and analysis. Development of information-assurance technology and best practices to support strategic objectives that can be applied to understand and bridge the gap between the technical aspects of information operations and the practicality of combat operations. Integration of all information aspects to enhance the conduct of military operations.

b. Prerequisites: AGR Title 10 LTC/COL. Possess Master's degree. Possess undergraduate or graduate degree in or related to sciences, engineering, education, or management.

c. Follow-on assignment: JCS, DA, or ARNG Information Operations, RCAS, ARNG Chief Information Officer, Information Systems Division Chief.

2. Fellowship: Center for Strategy and International Studies (CSIS), Washington, DC.

a. Description: Focused on policy-oriented research, analysis, and publication concerning strategic issues in the post-Cold War environment. Most CSIS research is in foreign or defense policy (including acquisition) and in regional analysis. Fellow will actively participate in CSIS research programs.

b. Prerequisites: AGR Title 10 LTC/COL. Possess Master's degree. Possess undergraduate or graduate degree in or related to international relations, political science, international politics, public policy, or national security affairs.

c. Follow-on assignment: OSD, NGB, HQDA, or the Joint Staff.

3. Fellowship: Drug Enforcement Administration (DEA), Washington, DC.

a. Description: Fellow will work in the Office of Deputy Assistant Administrator for Operations and receive program oversight from the DOD Liaison Officer to DEA. Fellow is

Enclosure 2
provided an opportunity to gain experience at the Federal level in a broad range of drug enforcement issues. Program consists of both structured on-the-job training and research topics intended to further career pursuits and support the National Drug Control Strategy. Officer expected to complete a major research project resulting in a professional paper suitable for publication.

b. Prerequisites: AGR Title 10 LTC/COL. Possess Master's degree. Undergraduate or graduate degree in or related to business management or law enforcement.

c. Follow-on assignment: Assignment specifically related to counter-narcotics in OSD, NGB, HQDA, Joint Commands and Task Forces, Office of the National Drug Control Policy.

4. Fellowship: Federal Emergency Management Agency (FEMA), Washington, DC.

a. Description: Application of DoD resources in joint planning strategic responses in conjunction with lead federal/state civil agencies during national crisis and emergencies. Development of techniques enhancing DoD strategic planning encompassing multi-agency domestic operational support considerations within jurisdictional levels of local/state/federal government. Support civil/military coordination and understanding through exchange of military science, civil planning, and educational techniques focusing on expanding DoD domestic missions. Participate in DoD initiatives in natural and technological disasters, emergencies, terrorism, infrastructure protection, and weapons of mass destruction joint planning.

b. Prerequisites: AGR Title 10 LTC/COL. Possess Master's degree. Possess undergraduate or graduate degree in or related to education, management, law enforcement, or related field.

c. Follow-on assignment: ARNG Military Support Division, Homeland Defense Force, DA Director of Military Support, or Joint Task Force Civil Support.

5. Fellowship: Harvard University, JFK School of Government, Cambridge, MA.

a. Description: Fellow authors a major research paper on topic relevant to national security. Participates in 2-week Fellows Executive Seminar designed exclusively for the fellows consisting of full-time classes, outside speakers, exercises focusing on national security affairs and public management issues. Fellows selectively audit classes at Harvard University, Tufts University, and Massachusetts Institute of Technology.

b. Prerequisites: Possess Master's degree. Possess undergraduate or graduate degree in or related to international relations, political science, international politics, public policy, or national security affairs.

c. Follow-on assignment: OSD, JCS, HQDA, or NGB in a strategist or national security position.

6. Fellowship: Old Dominion University, College of Engineering and Technology, Norfolk, VA.

a. Description: Application of modeling and simulation for strategic planning, joint experimentation, and wargaming and analysis. Development of wargaming techniques to support strategic objectives that can be applied to better understand ground forces and joint roles and responsibilities. Use of simulation in joint experimentation to assess the effect of operational concepts on strategic goals as they impact Army operations and policy.

b. Prerequisites: AGR Title 10 LTC/COL. Possess Master's degree. Possess undergraduate or graduate degree in or related to engineering, sciences, education, or management.

c. Follow-on assignment: USACOM J9, DAMO-ZS, DoD Joint Training, Analysis and Simulation Center, ARNG Training Division, ARNG Analysis and Evaluation Division.

7. Fellowship: University of Texas, Center for Professional Development and Training (formerly Acquisition Fellowship), Austin, TX.

a. Description: Focuses on research related to the Army Critical Technologies outlined in the Army Technical Base Master Plan and the DoD Critical Technologies Plan. Study of national security issues, national objectives, and the industrial base as related to the Army and defense industry. Fellows will complete a technical report, research paper, experiment, or laboratory project based on their fellowship experience.

b. Prerequisites: Possess Master's degree. Possess undergraduate or graduate degree in or related to acquisition, physical science, operational science, engineering, management, or computer science.

c. Follow-on assignment: Army Acquisition Corps, Office of the Deputy Chief of Staff for Operations and Plans, Army Materiel Command, Program Managers, Research Directors, Primary Logistics Staff Officer.

8. Fellowship: Tufts University, The Fletcher School of Law and Diplomacy, Medford, MA.

a. Description: Fellows get a realistic comprehension of vital roles in international security considerations of U.S. Foreign Policy through course and seminar participation. Fellows author a major research paper or topic relevant to national security dealing with aspects of security affairs including military strategy, role/use of military power, nuclear strategy, arms control, NATO/alliance policies. Program addresses crisis management, intelligence policies and activities, terrorism, and low intensity conflict.

b. Prerequisites: Possess Master's degree. Possess undergraduate or graduate degree in or related to international relations, political science, international politics, public policy, or national security affairs.

c. Follow-on assignment: NGB, HQDA, OSD, or JCS.

9. Fellowship: Environmental Health Policy Fellowship, Georgia Institute of Technology, Atlanta, GA.

a. Description: Fellow will conduct a major study involving a critical environmental policy issue affecting the U.S. Army. The final product of this fellowship will be a HQDA policy document reflecting the position HQDA should adopt in managing critical environmental issues. The assignment and policy issue to be developed during the fellowship will be generated from a need specifically identified by the Army Secretariat in accordance with the charter and mission of the Army Environmental Policy Institute. Project execution requires coordination with the Office of the Secretary of Defense, other Services, HQDA, academia, private industry, and US Environmental Protection Agency.

b. Prerequisites: AGR Title 10 LTC/COL. Possess Master's Degree. Possess undergraduate or graduate degree in or related to public health, environmental sciences, engineering, or related field.

c. Follow-on assignment: ARNG Environmental Programs Division or Installations Division, HQDA, Office of the Assistant Secretary of Defense (Health Affairs), senior policy management positions within the Army Medical Department.

State OML Format

1 July 2000

MEMORANDUM FOR Senior Service College Selection Board

SUBJECT: State Order of Merit List

The following Order of Merit List for the Senior Service College classes starting in 2001 is submitted. Programmed follow-on duty assignment indicated below for Fellowship nominee is conditional on attendance at recommended Fellowship course.

<u>RANK AND NAME</u>	<u>STATE PRIORITY</u>	<u>RECOMMENDED COURSE RESIDENT-DE*-EITHER</u>	<u>PROGRAMMED FOLLOW-ON DUTY ASSIGNMENT</u>
LTC JANE M DOE	# 1	USAWC - RESIDENT	
LTC LARRY B STILL	# 2	USAWC - DE	
LTC DONN B SMART	# 3	TEXAS FELLOWSHIP	STARC G4
LTC WHERE M EYE	# 4	AIR WAR COLLEGE	
LTC GEORGE A PEECH	# 5	USAWC - EITHER	

I M OLDMAN
Major General, State
The Adjutant General

* - USAWC Distance Education Course

Enclosure 3

BIOGRAPHICAL SKETCH

- 1. DATE:** 31 May 2001
- 2. NAME:** DOE, John Q.
- 3. SSN:** 987-65-4321
- 4. BRANCH:** Infantry
- 5. PRESENT GRADE:** Lieutenant Colonel
- 6. DATE OF FEDERAL RECOGNITION (Present Grade):** 29 October 1999

7. PRESENT ASSIGNMENT/DATE ASSIGNED: Chief, ARNG Mobilization Branch, Aug 99

8. AREA OF CONCENTRATION: 11A

9. FUNCTIONAL AREA: 50A

10. TOTAL LENGTH OF COMMISSIONED SERVICE: 20 Years 0 months

11. MARITAL STATUS: Married SPOUSE'S NAME/NUMBER OF CHILDREN: Jennifer/3 Children

12. PLACE OF BIRTH: Lewistown, PA

13. DATE OF BIRTH: 31 October 1959

14. SOURCE OF COMMISSION/DATE: Army ROTC, University of Elizabethtown, 31 May 1981

15. MANDATORY REMOVAL DATE: 31 May 2009

16. HOME ADDRESS: 123 Specht Drive, Peachwood, GA 34567

17. BUSINESS ADDRESS: HQ Forces Cmd, Ft McPherson, GA 32198

18. HOME TELEPHONE: (987) 065-4321

19. BUSINESS PHONE: COMMERCIAL: (123) 456-7890 DSN: 765-4321

20. HOME E-MAIL: johnqdoe@aol.com

21. BUSINESS E-MAIL: johnqdoe@bannershigh.edu

22. CIVILIAN EDUCATION:

<u>Degree/Area of Study</u>	<u>Institution</u>	<u>Year Graduated</u>
MS/Educational Administration	University of Harrisburg	1986
BS/Secondary Education	University of ElizabethTown	1981

23 CIVILIAN EXPERIENCE:

<u>Date</u>	<u>Position</u>	<u>Employer</u>
9/87 - 6/95	Assistant Principal	Bannershigh High School
9/81 - 6/87	Teacher	McClure High School

Enclosure 4

24. MILITARY EDUCATION:

<u>DATE</u>	<u>COURSE</u>	<u>SCHOOL LOCATION</u>
1999	National Security Course	Vandenburg AFB, CA
1998	Mobilization & Deployment Course	Ft Sam Houston, TX
1992	Force Development & Deployment	Ft Leavenworth, KS
1987	CGSOC	Ft Leavenworth, KS
1986	CAS3	Ft Leavenworth KS
1985	Infantry OAC	Ft Benning, GA
1981	Infantry OBC	Ft Benning, GA

25 MILITARY SERVICE:

DATE	DUTY STATION	STATUS
8/99 – Present	Chief, Mobilization Branch, NGB	AGR Title 10
8/96 - 7/99	Ammunition Mgr, Tng Spt Br, NGB	AGR Title 10
8/93 - 7/96	APMS, Roosevelt College	AGR Title 32
8/91 - 7/93	Force Development Officer	M-Day
6/89 - 7/91	Bn S-2	M-Day
6/86 - 5/89	Hq Commandant	M-Day
6/84 - 5/86	Infantry Company Cdr	M-Day
6/82 - 5/84	Infantry XO	Active Duty
6/81 - 5/82	Infantry Company Plt Ldr	Active Duty

26. DECORATIONS, AWARDS, & CITATIONS:

Meritorius Service Medal
 Army Commendation Medal
 National Defense Service Medal

27. MILITARY/CIVILIAN AFFILIATIONS:

Member, Peachwood Evangelical Free Church
 Member, National Soccer Coach's Association of America

28. SECOND LANGUAGE/EXPERIENCE: French/2 Years in High School

29. STATEMENT: (Expressing reason(s) for enrollment in desired course)

Projected Quota Distribution for SSC Classes Starting in 2001

1. The ARNG expects to have 166 quotas for SSC classes starting in 2001. State allocations for those classes are listed below. States are encouraged to submit one application more than their allotment in the event additional quotas become available.

<u>STATE</u>	<u>GO</u> <u>AUTH</u>	<u>SSC</u> <u>QUOTAS</u>	<u>STATE</u>	<u>GO</u> <u>AUTH</u>	<u>SSC</u> <u>QUOTAS</u>	<u>STATE</u>	<u>GO</u> <u>AUTH</u>	<u>SSC</u> <u>QUOTAS</u>
AL	11	5	KY	4	3	OH	7	4
AK	3	2	LA	4	3	OK	4	3
AZ	2	2	ME	2	2	OR	4	3

AR	4	3	MD	4	3	PA	8	5
CA	9	5	MA	4	3	PR	4	3
CO	2	2	MI	5	3	RI	3	2
CT	2	2	MN	5	3	SC	6	4
DE	3	2	MS	6	4	SD	2	2
DC	3	2	MO	4	3	TN	5	3
FL	6	4	MT	3	2	TX	7	4
GA	4	3	NE	3	2	UT	3	2
GU	1	1	NV	2	2	VT	3	2
HI	3	2	NH	2	2	VA	4	3
ID	3	2	NJ	4	3	VI	2	2
IL	6	4	NM	3	2	WA	4	3
IN	6	4	NY	8	5	WV	2	2
IA	4	3	NC	5	3	WI	5	3
KS	5	3	ND	2	2	WY	2	2

AGR 10 14

2. The above SSC quota distribution provides each State except Guam with a minimum of two quotas. This methodology provides each State with sufficient SSC quotas in a two-year period to completely backfill each of the State's ARNG General officer authorizations.

Enclosure 5